



4657-39 17

APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Georgia Department of Labor Corrections 501 Pulliam Street SW Atlanta, Ga	Date Received	Date Completed
		NOV 18 1981	DEC 16 1981
2. Person to Contact Jim Wynn		Working Title	Telephone Number 656-3198
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if different)		
1976 current	CETA Inmate Vocational Training Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
The Employment, Training and Planning Division operates the Job Service, conducts training and placement under the Comprehensive, Employment, and Training Act, Work Incentive program, and other special programs, and acts as the Prime Sponsor for balance of State CETA programs not under other Prime Sponsors.			
Correctional Support Programs develops and supervises inmate and ex-offender programs designed to improve the offender's chances for employability.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: training programs for felons, and some misdemeanants, under CETA, Title IIB			
Included are: application, enrollment, follow-up record, participant termination form in folder, form CETA-581			
File is arranged: alpha by participant's surname			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old 10-15; Seven to twelve months old 10; Twenty-five months and older ?		Thirteen to twenty-four months old 2-5	
9. Annual Rate of Accumulation of Records			
Letter-size drawers 1; Legal-size drawers; Shelves; Other (specify)			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
✓		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
	✓	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | 5 years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

All CETA participant records require a five-year retention for audit purposes or until the satisfaction of all audit questions.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.
- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy. Upon completion of all federal audit requirements.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jack Henigan</i>		<i>William H. Johnson</i>	11/10/81
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter Brown</i>		<i>Michael V. Johnson</i>	10/12/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		12-8-81
	Secretary of State/Designee	<i>Carroll Hart</i>	12-7-81
	Attorney General/Designee	<i>Harry Thompson</i>	12/18/81

(Reverse Side)